

Procedures for Submitting an Application for a Certificate of Occupancy

- I. How to apply for a Certificate of Occupancy
 - A. When your project has received an approval for the building final please bring your "green tag" to the Building Inspection (BI) assistance counter for a Certificate of Occupancy application.
 - 1. The application package contains the following:
 - a. Certificate of Occupancy application;
 - b. Emergency Contact sheet (Kept on file with the Fire Department);
 - c. Sexually Oriented Business Acknowledgement;
 - d. Utility Release form & Commercial Utility Service Application.
 - 2. Complete the application by filling out all applicable blank spaces.
 - 3. Please ask the BI department if you have any questions completing the application.
 - 4. When you have completed the application, return to BI for review and processing.
 - B. When completing the application, be sure to:
 - 1. Provide the street address of the business.
 - 2. Provide the name of the business (legal name as recorded by the County of Dallas).
 - 3. Provide the name of the occupant or tenant and his / her daytime phone number.
 - 4. Provide the mailing address if not the same as the business address.
 - 5. Provide the city, state and zip code of the mailing address.
 - 6. Provide the name and daytime phone number of the building owner.
 - 7. Provide the square footage of the area in which the business occupies.
 - 8. Indicate whether or not the building or lease space has a fire sprinkler system.
 - 9. Check all appropriate items on the list of the business activities that your building will be used for.
 - a. If you do not see your business on the list of business activities, please contact the counter for assistance.
 - 10. Indicate whether your business is an existing business or new business.
 - a. If you are relocating your business, provide the city and state you are relocating from.
 - 11. The occupant or tenant must be the applicant and contact person.
 - a. Provide your name and daytime phone number.
 - b. Provide your driver's license number, expiration date and date of birth.
 - c. Provide signature and current date.
 - C. Complete the Emergency Contact and Utility Release Forms.



- 1. The following information must be the same on the Certificate of Occupancy Application and on the Utility Release & Utility Service Application:
 - a. Name of Business / Name to Appear on Utility Bill;
 - b. Street address of business / building / suite number; and
 - c. Mailing address (with City, State and Zip).
- D. Turn in the completed application and forms to the BI counter.
- E. The BI department may require additional information from you.
- F. The Permit Technician will process your application and turn over to the Plans Examiner for his/her review.
 - 1. The Fire Marshall's office will conduct an inspection. They **<u>DO</u> <u>NOT</u>** make appointments. They perform random inspections.
 - a. There is an additional \$100 fee made to the Fire Marshall's Office for all Major Automotive repair shops.
 - 2. Some occupancy types will require the Health Department and Environmental Services to also conduct an inspection.
 - 3. The Permit Technician will give you a copy of the paperwork you filled out.
 - 4. Your original Certificate of Occupancy will be sent to you via United States Postal Service.
 - 5. The Certificate of Occupancy application process takes approximately 6 to 8 weeks.
- G. The Utility Release & Commercial Utility Service Application is signed by the Permit Technician for release of permanent utilities in the business / owner's name and faxed to GP&L if they are your service provider.
 - 1. If your utility provider is GP&L
 - a. If you have previously submitted a City of Garland utility service application with your C/O packet, the Permit Technician will contact GP&L to release the utility service.
 - b. A deposit equivalent to service charges for an estimated sixty (60) days' service will be charged on your initial utility bill. Please contact GP&L New Accounts at (972) 205–2673 if you have questions about deposit alternatives.

Deposit Alternatives

- Irrevocable Letter of Credit from your financial institution.
- Letter of Credit from another electric, water or gas utility:
- Customer Name must be identical to the name that will appear on your City of Garland utility bill
- Must indicate no more than two (2) late payments within the past two (2) years
- Must be original copy or be faxed to us directly from the utility company. Fax number (972) 205–2820.
- d. Due to scheduling issues, please allow 24 to 72 hours to have service connected.
- Your main electrical breaker boxes must be accessible to our servicemen, before service can be connected. If the breaker



box is inaccessible, please contact New Accounts at (972) 205–2673 to make arrangements for connection.

- All water faucets must be turned off before service can be connected. If more than ten (10) gallons of water passes through the water meter, we will not be able to leave service connected. If this occurs, contact New Accounts at (972) 205–2673 to make arrangements for reconnection.
- e. Please note that delinquent payments for any other utility accounts associated with the business owner or agent may cause additional delay. To facilitate faster connection of service, please ensure that all utility accounts in your name are current
- f. A \$15.00 Account Establishment Fee will be assessed on the first monthly utility bill.
- 2. If your electric provider is TXU, the Permit Technician will contact TXU and release the electric. You <u>MUST</u> contact TXU at 1-800-242-9113 to make application and arrangements for the utilities to be turned on.
- 3. If your business requires gas service, the Permit Technician will contact Atmos Energy and release the service. You <u>MUST</u> contact Atmos Energy at 1-866-332-8667 to make application and arrangements for the gas service to be turned on.
- H. This completes the Certificate of Occupancy application submittal process.